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1. Prospective Guest Editor(s) of a Themed Section should, in the first instance, contact the Managing Co-Editors, Hugh Bochel and Catherine Bochel, by e-mail to spseditors@lincoln. ac.uk to outline their idea.

2. Following an initial discussion, a proposal for a Themed Section should be submitted in Microsoft Word format by e-mail to spseditors@lincoln.ac.uk. This should include:

a. the envisaged title

b. the names and institutional affiliations of the proposed Guest Editor(s)

c. a brief outline of the rationale for the Themed Section

d. a list of contents (listing all of the contributors, the titles of each article and an abstract for each)

3. Proposals are then reviewed by the Editorial Board. Guest Editors whose proposals are subsequently accepted, will be invited to publish a Themed Section in the journal.

4. Themed Sections should contain the following:

a. An 'Introduction', usually written by the Guest Editor(s) providing a short introductory piece to the Themed Section

b. a set of peer reviewed articles - usually no more than six articles in total

c. a 'Review Article', which provides a selected review of the key literature

d. a short 'Some Useful Sources' guide to key sources in the area

5. The total word limit for an entire Themed Section is no more than 40,000 words. This is to include all tables, endnotes and bibliographies.

6. Each individual article must be no more than 5000 words in length and must conform to the Instructions for Contributors.

7. Upon acceptance of their proposal Guest Editor(s) will receive further detailed guidance from the Managing Co-Editors about their responsibilities e.g. the required refereeing process, production deadlines etc.

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# Social Policy Digest

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# **Social Policy and Society**

#### **Guidelines for Contributors**

1. All contributions and correspondence should be sent to SP & S Administrator, School of Social Sciences, Faculty of Health, Life & Social Sciences, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS, UK, email spseditors@lincoln.ac.uk

2. Articles should contain 5,000 words including footnotes. Word length must be stated.

3. Submission of an article is taken to imply that it has not previously been published, and has not been submitted for publication elsewhere. If an author is publishing a related article elsewhere, this fact should be stated, especially if this is with the *Journal of Social Policy*. Authors of articles published in the journal assign copyright to Cambridge University Press (with certain rights reserved) and you will receive a copyright assignment form for signature on acceptance of your paper. Contributors are responsible for obtaining permission to reproduce any material in which they do not own copyright, to be used in both print and electronic media, and for ensuring that the appropriate acknowledgements are included in their manuscript.

4. Contributions should be clearly typed on one side of A4 paper. All material should be typed doublespaced with generous margins. Contributors must send an electronic copy of the manuscript formatted in Microsoft Word by electronic mail **only**, and retain a copy of the typescript for correcting proofs. Following acceptance, contributors should submit their final version of the paper on computer disk (IBM compatible) together with the hard copy typescript, giving details of the word-processing software used (e.g. Microsoft Word) and operating system (e.g. Apple Mac OS or MS Windows). Disks will not be returned. The publisher reserves the right to typeset any article by conventional means if the author's disk proves unsatisfactory.

5. All contributions should be accompanied by an abstract of no more than one hundred words, together with a detachable title page providing information about the word length, the position/s held by the author/s, full correspondence and email addresses and full details of any acknowledgements.

6. Contributions should conform exactly to the *Social Policy and Society* style and authors should check the format of their own contribution with that of a recent issue of the journal (or seek advice from the Managing Editor and/or Guest Editor as appropriate) paying particular attention to references and tables.

7. Gender-neutral language should be used throughout. The Harvard (author/date) system should be used and reference to page numbers in the text should be shown as follows: Maltby, 2002:1 and not Maltby, 2002, p. 1. References to websites should contain the full URL and date the site was accessed (i.e. http://www.social-policy.com, 1/Jan/03).

8. Such notes as are essential, should be referred to in numerical order throughout the text and the numbers shown as superscript. Notes and bibliographical references should be typed (double-spaced) as separate sections at the end of the article.

9. Tables and figures should be clearly laid out and designed to fit onto a page 18 cm  $\times$  12 cm. Vertical lines between columns should be omitted, and horizontal lines limited to the top and bottom of the table, with an additional one below the column headings. Totals and percentages should be labelled, and units identified.

10. First proofs may be read and corrected by contributors provided that they can give the Managing Editor an address through which they can be reached without delay and can guarantee to return the corrected proofs by airmail where appropriate, within seven days of receiving them. Typographical or factual errors **only** may be changed at proof stage. The publisher reserves the right to charge authors for corrections of non-typographical errors.

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The Social Policy Association supports the study of all aspects of Social Policy through the sponsorship of its journals (*Journal of Social Policy, Social Policy and Society*), the publication of a newsletter, the organization of an annual conference and a small grants scheme. It represents its members through contact with a range of bodies, including the ESRC. For further information about the activities of the SPA, contact: Tina Haux, The School of Sociology, Social Policy & Social Work, Queen's University of Belfast, 6 College Park, Belfast BT7 1NN, UK.

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# SOCIAL POLICY AND SOCIETY

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# THEMED SECTION: HOUSEHOLD FINANCES UNDER PRESSURE: WHAT IS THE ROLE OF SOCIAL POLICY?

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